

SHIPTON UNDER WYCHWOOD PARISH COUNCIL

Minutes of the Meeting of the Council

held at New Beaconsfield Hall on Thursday 21st October 2021 at 7.30pm

Present: Cllrs: J. Mavin (in the chair), R. Dyer, C. Arnold, T. Brunnsden, T. Yates, Parish Clerk: L. Wilkinson, 10 members of public

1. **Apologies for Absence** were received from Cllr Acock, Cllr Leffman and Cllr Colledge.
2. **Declarations of Interest:** Cllr Brunnsden declared an interest in item 9d.
3. **To approve the accuracy of the minutes of the Parish Council meeting held on 16th September 2021**

These were approved and signed as a true record.

4. Matters arising from the Minutes.

None.

5. To co-opt a new parish councillor

Jackie Loring was co-opted as the new parish councillor. She completed her Register of Members' Interests and her Acceptance of Office form. Cllr Loring will be added to the bank mandate and a councillor email address will be set up for her.

6. Public Time

Item 11, reduction in speed limit on A361, was brought forward to public time to enable residents to speak about this.

There are safety concerns for the residents exiting their properties with the high speed of the passing vehicles. The houses are on the outskirts of village so according to guidance it could qualify as a 40mph speed limit. The clerk has arranged to meet James Wright from OCC Highways to see if this is viable. It was **resolved** to arrange a speed survey at the cost of £250 plus VAT. This will enable further discussion on whether a change in speed limit would be useful.

Calum Adams, business manager at Old Prebendal House, spoke about their initiative to be part of the community. They would like to be involved with community projects.

A resident spoke about the WiVTAG movement to end the HGV limit in Burford and requested that the PC write again in support of the limit to the County Council.

7. County Councillor's report

Cllr Leffman sent in a report:

'I am able to report that at the Cabinet meeting on Tuesday the County wide 20 mph strategy and the Oxfordshire Bus Improvement Plan were both endorsed and will be going forward. Details about how parishes can apply for a 20mph speed limit will be published shortly. The Local Transport and Connectivity Plan was also discussed and there will be a consultation on this starting in November.

The County is also consulting on the new administration's priorities ahead of the budget setting process, and town and parish councils have been invited to attend meetings this week with me and the Deputy leader, Liz Brighthouse, to discuss these. The first meeting was held on Monday evening and a second today, and there was a very good attendance and a lively discussion. We are also holding meetings with other stakeholders and the information from all of these meetings will be collated. We plan for this to be the model for future consultations.

I was very pleased to learn from Jill that the school car park was opened earlier this week and is now in regular use. I was also very pleased to be invited a couple of weeks ago to have a photo taken with Jill and Chris Townsend by the sculpture on the corner of Oak Drive.'

Cllr Mavin attended the meeting mentioned above and was pleased that the County Council wanted to engage with parishes.

8. District Councillor's report

No report received.

9. Planning:

a. Planning applications received:

Ref no.	Address	Proposal	PC Decision
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21/03121/HHD	4 Littlebrook Meadow	Demolition of existing, and construction of larger replacement, front entrance porch	No objection
21/03263/HHD	Station House, Station Road, SUW	Proposed two storey pitch roof rear extension and single storey flat roof side extension	No objection
21/03178/HHD	Quarry Hill Farm, Leafield Rd, SUW	Conversion of roof space above car port to provide residential accommodation	No objection

b. Decisions Outstanding:

Ref no.	Address	Proposal	Decision
21/02356/HHD	The Gatehouse, High St, SUW	Erection of a two-storey extension	No objection as long as the design and materials used are in keeping with the local vernacular. The PC would like to raise concerns that there is no design statement or site plan with this application.
21/02476/HHD & 21/02477/LBC	Home Farm, Plum Lane, SUW	Internal alterations and insertion of two new rooflights	No objection
21/01381/FUL	Shaven Crown	Construction of two detached two storey buildings to form six hotel bedrooms	Object

c. Decisions made:

Ref no.	Address	Proposal	Decision
21/00694/LBC 21/00693/HHD	17 High St, SUW	Internal and external alterations to include the replacement of a UPVC dormer window with timber frames and the construction of a dormer to rear elevation	PC - No objection WODC - Approved
21/02182/HHD	Dove Cottage, High St, SUW	Erection of single storey rear extension	PC -No objection WODC - Approved
21/02738/FUL	Brookvale, Shipton Road, MUW	Erection of detached double garage to serve dwelling currently under construction	PC - No objection WODC - Approved
21/02755/HHD	April Cottage, Burford Rd, SUW	Erection of link corridor and refurbishment of existing garage	PC - No objection WODC - Approved
21/02835/HHD	Jersey Cottage, Home Farm Close, SUW	Conversion of garage	PC - No objection WODC - Approved
21/02900/FUL	Lane House Barn, Milton Rd, SUW	Change of use of land from paddock to domestic garden and conversion of an existing stable block into a yoga studio and garden machinery store	PC No objection to change of use but concerns raised that yoga studio is not used commercially WODC – Approved; the building hereby permitted shall be used as accommodation ancillary to the existing dwelling on the site and shall not be used for commercial purposes

d. To consider request from the Tennis Club to plant hedge alongside the courts.

Following advice from the planning officer and the District Councillor that this request is inextricably linked to the tennis club application for floodlights, the PC **resolved** that no decision was necessary at this time.

10. Communication

a. To consider content of autumn/winter newsletter

The newsletter will contain articles on:

- Christmas plans
- The Big Lunch in June 2022
- Shipton Fair 2022
- S106 expenditure
- Adopt a tree
- Environment working party
- Volunteers
- New councillor

- School car park

Deadline for articles to be sent to the clerk is 15th November with a publication date of 1st December for the newsletter.

11. Highways and Transport

a. To consider residents' request for reduction in speed limit on A361 entering south side of Shipton

The clerk has arranged to meet James Wright from OCC to find out if this is feasible.

It was **resolved** to undertake a speed survey (at the cost of £250 plus VAT) on the stretch of road coming into Shipton from Burford, as a first step. It will then be discussed when the results from the survey have been received.

12. Environment

a. Allotments

i. To receive further quotes for implementation of wildflower area

No further quotes have been obtained as companies are not interested in this work. It was **resolved** to accept the quote from Ben Jessey for £690.

ii. To consider repair of flail mower at cost of £300 for parts with free labour

It was agreed not to proceed with this as the flail would not be used sufficiently enough to warrant spending this amount of money.

b. Volunteers

Volunteers are working at New Beaconsfield Hall next.

c. Village maintenance

No update

d. Burial Ground

Empty wine bottles have been cleared from the Burial Ground.

13. Playground

a. Update on S106 expenditure

This has been received. The remaining unspent funds have been moved to earmarked reserves.

b. Repair to skate ramp

A temporary fix has been made to the cracks in the concrete. Quotes have been requested for resurfacing the skate park.

The recycling bin has been installed.

15. School

The car park opened on Monday 18th October. A condition of the licence for the car park is that people do not park on Oak Drive. The arrangements for the car park will be reviewed in one month.

16. Civic and Community

a. Platinum Jubilee Celebrations 2022

i. Arrangements for Big Lunch

It was agreed to set up a Working Party for this. Cllrs Loring, Mavin, Yates and the Parish Clerk will sit on this and invite members of the public to join it.

ii. Tree planting for the Queen's Green Canopy

30 trees have been ordered from the Woodland Trust (free of charge). It was agreed to ask residents if they would like to receive one of these trees to plant in their gardens.

b. To consider arrangements for Christmas events

The Christmas tree will be erected on 3rd or 4th December. Bruern Estate will be asked to donate a tree and Charlie Barrett will be asked for his assistance setting it up.

Cllr Arnold and her team will decorate it with the lights.

Carols around the Tree will take place on Christmas Eve:

- The vicar or Ann Hartley will be asked to officiate
- the PA system will be set up
- carol sheets will be distributed
- the chosen charity for the donations is Lawrence Home Nursing Team
- the brass band will be asked to play
- request to use the football club floodlights

17. Financial and Administrative Matters

a. Payments to be authorised as follows: -

Lisa Wilkinson	Clerk's net salary September 2021	£638.06
	Clerk's expenses September 2021	£29.99
	Total	£668.05
Nest	Clerk's pension	£47.22
Microsoft (Repay L Wilkinson)	Microsoft Office 365	£59.99
Moore	External audit	£360.00
Castle Water	Allotment water bill (direct debit)	£87.17
Green Scythe	Grounds maintenance August 2021	£1,387.32
Green Scythe	Grounds maintenance September 2021	£1,149.58
Sophie England	Gardening at playground	£130.35
Ben Jessey	Grass cutting at Burial Ground (September)	£180.00
Ben Jessey	Cut back pond area at allotments	£50.00
Chris Townsend	Wychwood Tree sculpture (remaining balance) S106 art contribution	£3,750.00
Parish Online	Annual renewal	£120.00
Royal British Legion	Poppy wreath	£100.00
New Beaconsfield Hall	Annual grant	£2,600.00
SLCC	VAT for 2021 webinar for clerk	£54.00
Ubico	Emptying dog bin (Station Rd) 1/4/21 – 30/9/21	50.05
SLCC	National Conference (for clerk)	£120.00
Repay C. Arnold	Volunteer expenses	£66.40
Repay C. Arnold	Hedge trimmer	£124.98

Cllrs Mavin and Dyer authorised these payments.

b. Payments received:

Allotment tenants	Allotment rent	£682.50
WODC	Precept (2 nd instalment)	£18,166.00
WODC	S106 Play contribution	£47,796.00

c. Bank statement to 30th September 2021

Unity Trust Current Account	£30,471.64
Unity Trust Deposit Account	£55,699.00

d. To resolve clerk's cost of living pay rise and to be backdated to April 2021

This was **resolved**. The current proposal from NJC is 1.75%

e. To receive bank reconciliations and actual vs expenditure report for Quarter 2 of Financial Year

These were received.

The bank reconciliations were signed by Cllr Dyer.

f. To agree donations for this financial year:

Organisation	Request	Agreed
Lady Reade Educational Trust	£100	£100
New Beaconsfield Hall	£2,600 (in payment schedule above)	£2,600
Wychwood Wild Garden	£1,000	£1000

Further donations will be allocated at the November meeting.

18. Correspondence Received

- Query from new Mayor of Burford about the playground
- Town and Parish Council Forum on 4th November at Tiddy Hall, Ascott, run by WODC
- Notice raised by a resident of assessment of large tree by kissing gate
- New bus timetable from WOCT

19. Any Other Issues to Note

- Cable ties have been taken out of the sand store because it was left unlocked

20. Dates of Parish Council Meetings for 2021/22

Date	Meeting
18 th November 2021	Parish Council
16 th December 2021	Parish Council (finance & planning only)
20 th January 2022	Parish Council
17 th February 2022	Parish Council
17 th March 2022	Parish Council

Meeting closed: 21.40